

WOODBURN PLANNING COMMISSION MEETING MINUTES
February 26, 2009

CONVENED The Planning Commission met in a regular session at 7:00 p.m. in City Hall Council Chambers with Chairperson Bandelow presiding.

Chairperson Bandelow questioned members of the Planning Commission having potential conflicts such as family, financial, or business relationship with regard to the meeting. If such a potential conflict exists, she asked whether the commissioner in question believes he or she is without actual bias or whether he or she would like to step down from the Planning Commission during the meeting. There were none.

Chairperson Bandelow announced that the agenda is available at the back of the room. We will consider items one at a time according to the order listed in the agenda. We will follow the hearing procedure outlined on the public hearing procedure board. All persons wishing to speak are requested to come to the podium and give their name and address. Any individuals speaking from other than the podium will not be recognized.

Commissioner Jennings led the salute to the flag.

ROLL CALL

Chairperson	Bandelow	P
Vice Chairperson	Vancil	P (Arrived at 7:05 p.m.)
Commissioner	GrosJacques	P
Commissioner	Grigorieff	P
Commissioner	Hutchison	A
Commissioner	Jennings	P
Commissioner	Kenagy	P

Staff Present: Jim Hendryx - Community Development Director
Jon Stuart – Assistant City Attorney
Jim Row – Community Services Director
Natalie Labossiere – Senior Planner
Don Dolenc – Associate Planner
Sasha Sprauer – Administrative Assistant

BUSINESS FROM THE AUDIENCE

None.

MINUTES

- A. Woodburn City Council Meeting Minutes of September 22, 2008
- B. Executive Session Woodburn City Council Meeting Minutes of September 22, 2008
- C. Woodburn City Council Meeting Minutes of October 27, 2008
- D. Woodburn City Council Meeting Minutes of November 10, 2008
- E. Executive Session Woodburn City Council Meeting Minutes of November 10, 2008
- F. Woodburn City Council Meeting Minutes of November 24, 2008
- G. Executive Session Woodburn City Council Meeting Minutes of November 24, 2008

- H. Woodburn City Council Meeting Minutes of December 8, 2008
- I. Executive Session Woodburn City Council Meeting Minutes of January 5, 2009
- J. Special Woodburn City Council Meeting Minutes of January 5, 2009
- K. Woodburn City Council Meeting Minutes of January 12, 2009

PUBLIC HEARING

- A. Comprehensive Plan Amendment 2008-01 – City of Woodburn

Senior Planner Labossiere explained that CPA 2008-01 is a proposal for a comprehensive text amendment to revise the “Parks and Recreation-Open Space/Parks Goals and Policies” section and to adopt the updated City of Woodburn Parks and Recreation Master Plan as a sub-exhibit to the Comprehensive Plan.

Senior Planner Labossiere explained that the Comprehensive Plan must be revised to reflect the changes that have been made to the Parks and Recreation Plan. Staff is recommending the adoption of the updated Parks and Recreation Master Plan as a sub-exhibit because it is reasonable to have these elements as part of the comprehensive plan since they affect other aspects of community development, such as determining how much land is needed within an urban growth boundary, or developing a livable community. Having a parks master plan as part of a comprehensive plan can be an important basis for system development charges (SDC’s).

The relative substantive criteria that this project was evaluated under were Woodburn Development Ordinance (WDO) sections 4.1 and 4.101; and Woodburn Comprehensive Plan “Review, Revision and Update” and “Policy B-1”; and the analysis in the staff report.

The City followed the procedure requirements. City Council passed a resolution in November 2008 which allowed the City to consider the legislative amendment. Staff sent notification to DLCD in December 2008. The Planning Commission conducted a workshop on the Parks and Recreation Plan. Notification was published in the Woodburn Independent newspaper on January 31, 2009.

The Comprehensive Plan states that the Planning Commission should ensure that any changes made in a comprehensive plan are consistent with other goals and policies in the plan. The staff report verified that the changes to the Parks and Recreation Plan would be consistent with the statewide goals and guidelines, the goals and policies of the Woodburn Comprehensive Plan and the WDO.

There was discussion amongst the Planning Commission and staff in regards to the lack of park space behind the development southeast of Interstate 5 and recommending to City Council that the new park southeast of I-5 be moved higher up on the priority list.

Community Services Director Row explained the time periods that projects were recommended for, and explained that the Planning Commission could recommend reprioritizing certain projects.

There was discussion amongst the Planning Commission and staff in regards to the residential zone in northwest section of the Urban Growth Boundary (UGB). Park space may be reprioritized or eliminated.

Vice Chairperson Vancil suggested that the City require a community park instead of a neighborhood park.

There was discussion amongst the Planning Commission and staff in regards to a Community Cultural Arts Center.

Community Services Director Row stated that an Active Recreation Center, Cultural Arts Center, and a library expansion are included in the City's project list. Project priorities will be set by City Council. The Cultural Arts Center is low on the Park Board's priority list.

There was discussion amongst the Planning Commission and staff in regards to a new Master Plan and Legion Park improvements. Both projects would be difficult to fund because of the lack of System Development Charges (SDC) that could be used.

Community Services Director Row explained that the City could tackle smaller projects in accordance with the Master Plan.

There was discussion amongst the Planning Commission and staff in regards to SDC requirements, and an option for developers to donate park land to the City.

Community Services Director Row stated that there are proposed text changes in the Comprehensive Plan, Parks and Open Spaces – "Goal" section. Policy L-1.2 is proposed to state: "Where feasible, the City will acquire and develop neighborhood parks, trails and open spaces through the development review process."

There was discussion amongst the Planning Commission and staff in regards to parks funding, including parks SDCs, bond measures, utility or parks maintenance fees, or park development fees. Parks SDCs can only be used when adding capacity to the park system. They discussed the public's perception of the City's current parks.

Chairperson Bandelow asked if there were any further questions or comments.

Chairperson Bandelow closed the hearing and was open for discussion.

ITEMS FOR ACTION

Commissioner Jennings made a motion to approve Final Order for Comprehensive Plan Amendment 2008-01, with the condition that the 2013-2016 priority recommendation to add one park to the southwest area east of I-5 be reprioritized to the 2009-2012 priority recommendation. Commissioner Grosjacques seconded the motion.

ROLL CALL

Chairperson	Bandelow	Yes
Vice Chairperson	Vancil	Yes
Commissioner	GrosJacques	Yes
Commissioner	Grigorieff	Yes
Commissioner	Hutchison	-
Commissioner	Jennings	Yes
Commissioner	Kenagy	Yes

Community Development Director Hendryx requested the Commission Chair sign the Final Order for CPA 2008-01 before the follow City Council Meeting.

The Planning Commission agreed that Chairperson Bandelow would sign the Final Order before the next scheduled Planning Commission meeting.

Community Development Director Hendryx presented a sample staff report that was created in the new format.

REPORTS

Community Development Director Hendryx explained that because of the lack of activity, staff has been reviewing the application process and creating a presentation on signs. He also updated the Planning Commission on the progress of the sign code focus group and the Downtown Plan.

There was discussion amongst the Planning Commission and staff in regards to the Urban Growth Boundary expansion and the status of Benevidez Tires. They also discussed having a workshop session on signs and implementing commission rules and policies.

The Planning Commission agreed to hold workshop on signs during the first meeting in March and cancel the second meeting.

BUSINESS FROM THE COMMISSION

There was discussion amongst the Planning Commission and staff in regards to the taxi service on Boones Ferry Road. Planning staff and Code Enforcement have been working with the owners to bring their business into compliance

ADJOURNMENT

Commissioner Jennings moved to adjourn the meeting, Commissioner Grosjacques seconded the motion, which unanimously carried. Meeting adjourned at 9:30 PM.

APPROVED _____
ELLEN BANDELOW, CHAIRPERSON Date

ATTEST _____
Jim Hendryx Date
Community Development Director
City of Woodburn, Oregon